

# M S D P



## MANAGERIAL SELECTION DEMONSTRATION PROJECT

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

**THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.**

### **EXAMINATION ANNOUNCEMENT**

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS AND WILL BE CONDUCTED UNDER THE SELECTION PROCESS OF THE STATE PERSONNEL BOARD'S DEMONSTRATION PROJECT AUTHORITY.

CLASSIFICATION: **DATA PROCESSING MANAGER III**

POSITION TITLE: **MANAGER, NETWORK TECHNOLOGIES**

SALARY: **\$6334 - \$6984**

LOCATION: **HEADQUARTERS – SACRAMENTO**

FINAL FILING DATE: **OCTOBER 19, 2006**

### **DUTIES/RESPONSIBILITIES**

Under the general direction of the Chief of Network Operations (CEA III), the Data Processing Manager III is responsible for planning and directing the design, development, implementation and maintenance activities performed in support of new and/or existing network systems. The incumbent provides direct managerial leadership and supervision to a large group (15-22) of Information Technology (IT) professionals. Responsibilities include, but are not limited to:

- Plans and schedules IT workload so that the performance levels outlined in the various Service Level Agreements with divisions and programs can be successfully met without interruption of services to the users. Sets goals and objectives for the Network Technologies Office and develop strategies and programs to achieve them. Defines annual budgetary needs and prepares appropriate estimates. Allocates resources necessary to implement programs, projects and tasks.
- Reviews and approves all project planning documents to ensure compliance with systems and network development methodology standards. Monitors status reports to ensure that project activities are on schedule and within the approved budget. Coordinates user involvement and participation in the project development life cycle.

Interacts closely with other IT management to coordinate project-related activities that traverse functional boundaries and network activities.

- Identifies and delegates the work to be performed; defines responsibilities; assigns authorities and monitors staff performance accountability. Develops and maintains relevant training programs. Creates and maintains a working environment that encourages mutual respect and cooperation between the user community and IT staff.
- Responsible for the timely preparation and submittal of all network project plans and progress reports required by various control agencies. Responsible for executing the long-range strategic plans developed for the wide-area networks to ensure that the Department information system goals are met through quality networks.

### **MINIMUM QUALIFICATIONS**

Applicants must have a permanent civil service appointment with the Department of Transportation and meet the following qualifications by the final file date in order to participate in this examination.

#### **Either I**

Two years of experience in the California state service performing electronic data processing duties in a class with a level of responsibility equivalent to Data Processing Manager I, at least one year of which shall have been in a management assignment.

#### **Or II**

Three years of experience directing all phases of the operation of a large electronic data processing installation. (Experience in the California state service applied toward this requirement must include one year performing the duties of a class with a level of responsibility equivalent to Data Processing Manager II.) **and**

**Education:** Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Principles, practices, and trends of public administration, including management, organization, planning, cost/benefit analysis, budgeting, and project management and evaluation; employee supervision, training, development and personnel management; current computer industry technology and practices; principles of data processing systems design, programming, operations, and controls; State level policies and procedures relating to EDP; the department's goals and policies; department's equal employment opportunity objectives; a manager's role in the equal employment opportunity program and the processes available to meet equal employment opportunity objectives; and principles of the governmental functions and organizations at the State level, including the legislative process.

**Ability to:** Develop and evaluate alternatives, make decisions and take appropriate action; establish and maintain priorities; effectively develop and use resources; identify the need for and assure the establishment of appropriate administrative procedures; plan, coordinate and direct the activities of a data processing staff; make effective use of interdisciplinary teams; reason logically and creatively and use a variety of analytical techniques to resolve managerial problems; present ideas and information effectively, both orally and in writing; consult with and advise administrators and other interested parties on a variety of subject-matter areas, translating technical data processing terms into everyday language; gain and maintain the confidence and cooperation of others; and effectively contribute to the department's equal employment opportunity objectives.

### **POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA**

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated:

- Demonstrated technical expertise in the IT network operations process, including working with Data Centers.
- Demonstrated communication expertise, including developing and delivering presentations.
- Demonstrated experience in dealing with agencies, such as the Department of Technology Services, Department of General Services and other agencies.
- Demonstrated experience in IT network management and standard IT network lifecycles.
- Demonstrated knowledge and ability to effectively direct, supervise and manage a varied IT network professional staff.
- Demonstrated knowledge of state processes, laws, rules and policies that pertain to IT.
- Demonstrated knowledge and expertise of IT network security practices.

### **EXAMINATION INFORMATION**

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant positions. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications, and interview will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

### **FILING INSTRUCTIONS**

All interested applicants must submit:

- An original, signed State application (STD 678) which includes civil service titles and dates of experience.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The statement should be no more than two pages in length.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications.

State application and Statement of Qualifications must be received or postmarked by the final file date of **October 19, 2006**. Interagency mail received after this date will not be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation  
ATTN: Bertie Martin  
1120 N Street  
Sacramento, CA 95814**

**APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE  
ELIMINATED FROM THE EXAMINATION.**

Questions regarding this examination process should be directed to Liz Ochoa, MSDP Analyst at (916) 227-7466/Calnet 8-498-7466.

**ELIGIBILITY INFORMATION**

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

**REASONABLE ACCOMMODATION**

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, the Voice line at 1-800-735-2922 or the Exams TDD line at (916) 227-7857/Calnet 8-498-7857 for assistance.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858/Calnet 498-7858 or TTY (916) 227-7857/Calnet 498-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.